

From,  
Payal Jindal  
Deputy Placement Officer  
Placement Department  
RVIM, Bangalore

Date: 01-10-2013

To,  
The Director  
RVIM, Bangalore

**Sub: Request letter for the change of date of Maternity Leave.**

Respected Sir,

With reference to the above subject, I was granted maternity leave from October 1, 2013 to December 15, 2013. I wish to inform you that as per my doctor's advice I can continue my service till October 20, 2013 as my due date is in the 2<sup>nd</sup> week of November 2013.

I'm requesting your goodself to grant me maternity leave from October 21, 2013 onwards and oblige.

Thanking You  
Yours truly,

*Payal Jindal*  
Payal Jindal 01/10/13





Rashtreeya Sikshana Samithi Trust

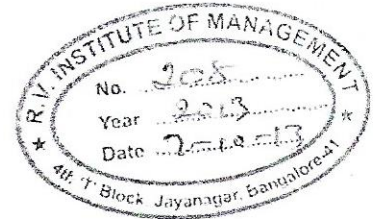
**R.V. INSTITUTE OF MANAGEMENT**

CA-17, 36TH CROSS, 26<sup>TH</sup> MAIN, 4<sup>TH</sup> T BLOCK, JAYANAGAR, BANGALORE - 41

Ref: 57/RVIM/MBA/2013-14

Date: 03/10/2013

The Hon. Secretary,  
RSS Trust,  
II Block, Jayanagar,  
Bangalore.



Respected Sir,

Sub: Maternity Leave - Smt. Payal Jindal

Ref: Our letter No. 531/RVIM/MBA/2013-14 dated 19.09.2013.

With reference to the above, we wish to inform you that Smt. Payal Jindal is working as Deputy Placement Officer has been sanctioned Maternity Leave with pay for 75 days from 01.10.2013 to 14.12.2013 by your good office, and to report for duty from 16.12.2013. Now she has resubmitted her request letter to avail maternity leave from 21<sup>st</sup> October 2013, since her Doctor has advised that she can continue with her duties till 20<sup>th</sup> of October 2013.

We are enclosing herewith the employee's request letter for your perusal, and seeking your kind advice in this regard.

Yours faithfully,

Director.



1085 RK

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MEMO

In partial modification of memo no 2445 dt 23.9.13  
the period of Maternity leave is treated as  
from 21.10.2013 to 3.1.2014. To report to duty on 4.1.14

No  
for need but  
07/10/13

Director

RVIM

07/10/13

Handwritten signature

Rashtreeya Sikshana Samithi Trust,  
Jayanagar 2nd Block, Bangalore-41



From,

January 6, 2014

Payal Jindal  
Deputy Placement Officer  
RVIM, Bangalore

To,  
The Director  
RVIM, Bangalore

Sub: Request to extend the maternity leave

Respected Sir,

With reference to the above subject, I request your goodself to extend my maternity leave from January 4, 2014 to March 9, 2014 as my daughter is still dependent on me. During the leave I will work from home and assist Mrs. Divya Mohan Rao towards the Placement activities via mails and calls. If necessary I will visit the college on the day of campus recruitment.

Hence I kindly request you to extend my maternity leave.

I thank you for all the support that you have provided me.

Thanking You,

Yours truly

*Payal Jindal*  
Payal Jindal 6/1/14

*Atto*  
Approval has to be  
obtained from the  
Hon. Secretary, RSSI.  
M. Draft a letter  
for the same.  
*TH*  
27-01-14

